



2003 EMBRACE-A-STREAM PROGRAM REQUEST FOR PROPOSALS

I. PROGRAM DESCRIPTION

Administered by the National Office of Trout Unlimited (“TU”), Embrace-A-Stream (“EAS”) is a one-to-one matching grant program that awards funds to TU chapters and councils for coldwater fisheries conservation projects. All proposed projects must advance TU’s mission of conserving, protecting, and restoring coldwater fisheries and their watersheds and must meet the specific criteria outlined below.

Embrace-A-Stream consists of three types of projects: resource, research, and education. While each project type has a different focus, all incorporate fund-raising, volunteer participation, and technical support.

In 2002, the average grant award was \$5,162. Projects were located in 21 states and were consistent with TU’s national conservation priorities concerning water quality, instream flows, Pacific and Atlantic salmon restoration, and wild salmonid genetics.

II. PROJECT EVALUATION

An Embrace-A-Stream Committee comprised of TU volunteer representatives and scientific advisors evaluate all proposed projects. Scientific advisors also review proposed projects to ensure their technical soundness and feasibility. Final funding decisions are determined in February of each year by the EAS Committee, whose members include:

John Hunt, Chairman (952-832-2777)
Dayton Goudie, Region 1/New England (603-838-6332)
Paul Maciejewski, Region 2/Northeast (716-655-1331)
Guy Turenne, Region 3/Mid-Atlantic (301-774-4015)
Dr. James Rice, Region 4/Southeast (919-515-4592)
Region 5/Great Lakes - To be arranged
Spencer Turner, Region 6/Midwest (573-474-6477)
Ed Ingold, Region 7/Northern Rockies (307-733-7703)
Fred Rasmussen, Region 8/Southern Rockies (719-539-2595)
Region 9/Pacific Northwest - To be arranged
Russ Meyer, Region 10/Southwest (775-852-6141)

Applicants are encouraged to contact EAS Committee members from their regions for advice and guidance on potential projects. **Grant applications are evaluated according to overall clarity and merit of the proposal document, and must address the questions**

regarding scope, significance, feasibility, and cost that are described in Section III. B. 3 under “Project Proposal.” Without this basic information, the Committee cannot evaluate your application. The criteria for each project type that EAS will support are outlined below.

A. Resource Project Criteria

Eligible **resource** projects include the restoration, protection, conservation, and management of trout and salmon fisheries and their habitats. Embrace-A-Stream does not fund land acquisition efforts, including conservation easements. Applications for resource projects must include:

- a description of activities and expected outcomes;
- review and approval by a credible fishery scientist (“Sponsoring Professional”) and by appropriate government agencies that are involved in administering or regulating the project; and
- scheduled completion of the project (or stage of the project) within two (2) years of the initiation date.

B. Research Project Criteria

Eligible **research** projects include the study of coldwater fisheries and habitats and can involve data collection, evaluation, and analysis. Applied research that deals with the causes of fisheries problems and the development of solutions is a particularly high priority. Research applications must include:

- demonstration that the proposed project involves new research (a review of recent scientific literature to determine the uniqueness of the project should be conducted);
- review and approval by two credible salmonid or salmonid habitat researchers (“Sponsoring Professionals”) to determine that the project has merit and is within the capabilities of the applicant; and,
- completion of the project within three (3) years of the initiation date and a publication strategy to document and distribute the results of the project to the public (e.g., a journal article).

C. Education Project Criteria

Eligible **education** projects include, but are not limited to, the instruction of a non-TU audience about coldwater fisheries conservation. Projects that incorporate both classroom and field work are encouraged. Education applications must include:

- an explanation of the project's originality and educational merits;
- review and approval by a credible educational specialist ("Sponsoring Professional") to determine that the project has merit and is within the capabilities of the applicant; and
- completion of the project within two (2) years of the initiation date.

III. APPLICATION PROCEDURES AND RULES

A. Funding Policies

Following are the 2003 EAS funding policies:

- EAS awards only single-year grants (EAS recognizes that some larger-scale projects may warrant consecutive requests and will consider these requests on a year-by-year basis);
- EAS will not provide reimbursement for any project expenditures prior to the grant award date;
- The maximum grant awarded is \$10,000;
- Applicants must match, on a one-to-one basis, the EAS grant request. For example, for a total project budget of \$20,000, the applicant can request up to \$10,000 and must match the balance of \$10,000. Matching sources can include cash gifts, in-kind donations, and/or volunteer labor; and
- EAS will support projects that use graduate students, contractors, and/or consultants if their portion of the project meets the criteria previously outlined ***and if there is sufficient TU volunteer involvement***. In past research projects, for example, TU members have assisted with designing and commenting on studies, collecting data (tagging, surveying, water quality monitoring, etc.), and managing public outreach.

For additional funding rules, see the below section titled "Budget Form."

B. Required Information - Grant requests must include the following:

1) Application Form (attached)

All signatures requested on the attached forms are mandatory. For projects located in states with TU Councils, the Council Chairperson must sign the application. Applications

without all required signatures will be ineligible for funding and automatically rejected. The form should be placed at the beginning of all your proposal documents.

2) Executive Summary

The application must be accompanied by a short executive summary (i.e., eight to ten sentences) that summarizes how the proposed project addresses the criteria below regarding scope, significance, feasibility, and cost. The executive summary is an essential component of the application. The EAS Committee will refer to it frequently during the review process. The executive summary should appear after the application form and before the full proposal.

3) Project Proposal

Project proposals **must** address the following criteria and questions:

Scope - What is the purpose of the project? Is the project nationally or regionally important in terms of the fisheries resource, partnerships, and/or approaches to fisheries issues? How does the project use innovative or unique solutions to address fisheries problems? Can the project's results be transferred elsewhere?

Significance - What are the resulting benefits for coldwater fisheries conservation; the degree and significance of TU participation; and the potential for public recognition of TU? Does the project have a formal strategy for documenting and publicizing results and benefits? If the project is a cooperative effort with other organizations, define the degree of TU participation in the overall project.

Feasibility - Does the project include clear goals and objectives; a realistic workplan; and a strategy for evaluation? What are the capabilities of the project participants and are they sufficient to meet the project tasks? The names of key cooperators and/or those providing technical guidance, along with their qualifications for involvement in the project, must be stated.

Cost - Are there provisions for a one-to-one match of the grant request? Does the expenditure of funds justify the expected return of the project?

4) Budget Form (attached)

The attached Budget Form is intended to assist applicants in writing project budgets

and explaining project costs. Applicants may adapt the form; however, applicants are required to indicate total project costs, as well as EAS costs and non-EAS expenses. Applicants must identify all other contributors and indicate the type and amount of matched costs (e.g., \$500 cash, U.S. Forest Service).

Total project costs can be defined in terms of cash gifts, personnel (**donated contractor services can be valued at current market rates, but general volunteer labor must be valued at the federal minimum wage of \$6.15/hour, as of March 2002**), and costs of materials and services. Estimates of direct cash costs to Embrace-A-Stream must be specified in the categories below.

Personnel/Consultants Salaries - Specific tasks, work to be performed by personnel/consultants, and the basis for their fees are to be outlined. Total fees should be broken down according to the amount of time spent on the project (e.g., hourly, weekly, or monthly rates). ***EAS funding for salaries for government agency personnel is prohibited.***

Contracts - Identify all work to be completed by contract. If a commitment to contract a particular vendor has been made prior to application for funding, explain how the vendor was selected, type of contract, deliverables, time frame, cost, and basis for the cost.

Materials/Equipment - Identify specific materials and/or equipment necessary to complete the project. Costs are to be estimated according to the average market value of the equipment. Consumable office supplies may be included under the equipment category. Capital equipment expenditures (chainsaws, waders, computers, etc.) are highly discouraged - rental of such items should be considered instead.

Other Expenses - ***Transportation costs for volunteer labor (i.e., lodging, mileage and gas expenses) are not eligible for EAS funding.*** Identify any other specific costs associated with the project.

C. Deadline and Schedule

All applications must be postmarked by **December 21, 2002**, to be considered for the 2003 funding cycle. Please note that extensions are not granted. Please send fifteen (15) copies of the application to:

**Attention: Peter
Trout Unlimited
1500 Wilson Boulevard, Suite 310
Arlington, VA 22209-2404**

Please do not submit lengthy background materials used in preparing the application, and do not put applications in binders. Visual aids (maps, diagrams, photographs, etc.) can be very helpful in explaining a proposed project. You are encouraged to save shipping and handling costs by sending the 15 copies of the application using both sides of the paper. Faxed submissions will not be accepted.

2003 Funding Cycle

September 16, 2002

Applications are mailed

December 21, 2002

Final Postmark Date for applications

February, 2003

Embrace-A-Stream Committee grant selection meeting

March, 2003

Grant announcement letters

April, 2003

Grant checks will be mailed to the TU Chapter President (or Council Chair if Council Project) as identified on the attached application form

Other Information

- All grant recipients must submit to TU National a final report within six (6) months of the project conclusion date. For continued requests, a progress report must be submitted prior to the grant request.
- Amendments to an EAS project must be submitted to TU National and are subject to review and approval by the EAS Chairman and staff.
- Unexpended project funds must be returned to TU National at the conclusion of the project. Such funds will be used in the EAS program for future projects.

IV. PREPARING AN EAS PROPOSAL - FINAL CHECKLIST

In order for an EAS proposal to be considered for funding it must include the following items:

A. A complete application form including all of the required signatures:

- 1) Chapter President
- 2) Project Contact

- 3) Council Chair
- 4) Sponsoring Professional(s)

B. A complete proposal document including:

- 1) Executive Summary;
- 2) Proposal narrative that addresses the EAS criteria of Scope, Significance, Feasibility, and Cost.

C. A complete EAS budget form that includes:

- 1) Detailed description of EAS expenditures,
- 2) Provisions for at least a 1:1 source of matching funds or in-kind contributions
- 3) Specific explanation of TU volunteer involvement and contributions.

For further information, please consult information on the previous pages of this document for detailed explanations of the above required checklist items.



2003 EMBRACE-A-STREAM PROGRAM GRANT APPLICATION FORM

Applicant (TU Chapter or Council): _____

Project Category: _____
(Resource, Research, or Education)

Project Title (Name of Stream a/o Watershed): _____

Project Location (City, County, State):

Salmonid Species: _____

Threatened or Endangered Status (if applicable): _____

Agency Partners: _____

TU Project Contact:

name phone

street city state zip

signature date

Sponsoring Professional (*Identify 2 for research projects*):

name & title phone

street	city	state	zip
signature		date	

TU Chapter President:

name		phone	
street	city	state	zip
signature		date	

TU Council Chairperson (if project occurs in a state with an existing TU Council):

name		phone	
street	city	state	zip
signature		date	

(My signature shows that I have reviewed this application and am aware that it occurs within my Council area and that the proposed project is consistent with TU national conservation policies.)

Landowner (if applicable):

name		phone	
street	city	state	zip
signature		date	

Amount Requested from Embrace-A-Stream: _____

Beginning & Ending Dates of Proposed Project _____

Has project received EAS funds before? If so, indicate date and amount: _____

2003 EMBRACE-A-STREAM BUDGET FORM

Item	EAS Cost	Matched Cost & Name of Contributor	Total Project Cost
Personnel / Consultants			
TU Volunteer Labor* \$6.15/hr. x # of hrs.			
Agency Volunteer Labor**			
Other Volunteer Labor			
Paid Contractors / Consultants			
Materials / Equipment Purchases			
Equipment Rentals			
Materials / Equipment Donations			
Other Expenses			

TOTAL			
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Notes: Please provide detailed itemizations for each EAS cost. Attach additional pages if necessary.

* Value of TU volunteer labor must be placed in "Matched Cost & Name of Contributor" column.

** Agency labor must be placed in "Matched Cost & Name of Contributor" column.

In "Matched Cost & Name of Contributor" column, identify type & amount of donation & name of donor.